



4171-11 710

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 19, 1976	1. Agency Address Georgia Department of Human Resources - Division of Administration - Central Supply & Receiving Unit 1050 Murphy Avenue, S. W. - Building 12 Atlanta, Georgia 30310	Application Number <b>76-241</b>	
Application Number DHR-112		Date Received JUL 20 1976	Date Completed JUL 29 1976
2. Person to Contact Isaac Peterson		Working Title Clerk II	Telephone Number 656-4843
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Jan. 1975 to date	5. Records Series Title (followed by title used in office; if different) Central Supply Requisition Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Administration is responsible for providing administrative support to the Department. This includes general accounting services; general support services; data processing and management information systems; patient account services; and personnel services.  The Central Supply and Receiving Unit has the responsibility to receive, stock and distribute forms, office supplies, drugs and laboratory outfits used by DHR units.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: processing orders (by mail) for supplies, forms, and drugs to county physicians, hospitals, and pharmacies; and for County Health Departments, Vocational Rehabilitation, Family & Children Services, and all other county offices. Included are: forms OAS(1)-14 (Supply Requisition) which shows quantities and description of items ordered, and name of person and office ordering; OAS(2)-54 (Invoice /from County Health Dept./) which shows quantities and description of items ordered and information for accounting purposes; OAS(1)-15 (Drug Requisition) preprinted form listing drugs available at DHR Central Supply and filled in by County Health Dept. requesting drugs; OAS(2)-163 (Receipt) showing amount of money received for what items of drugs; and DPS/MBS-3 (Request for Payment of Physician's and Other Services) and unnumbered form (Statement of Outpatient Hospital Services) which are forms printed by the computer for use by doctors and hospitals for submitting requests for payment for their services to DHR Medicaid Division. File is arranged: by DHR Unit; thereunder, alphabetically by county; thereunder, by date as received.			
8. Monthly Reference Rate many times daily One to six months old _____; Seven to twelve months old <u>approx. 20</u> ; Thirteen to twenty-four months old <u>rarely</u> ; twenty-five months and older <u>rarely</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>approx. 8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? in originating office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 years.     |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

United Parcel Service regulations - contract agreement attached.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below as \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)
- Central Supply Unit Copy: Cut off at the end of each 6 months then, hold in the current files area 6 months; then transfer to State Records Center; hold 2 1/2 years; then destroy.
- Ordering Office/Unit Copy: Hold until receipt of all items requested; then destroy.

See duplicate provided for other use. Records are to be maintained at a point removed from Implementation Instructions for Central Supply Unit Copy--The Department of Human Resources will notify United Parcel Service when records are scheduled for destruction. State the documents covering packages turned over to us on any particular day and the location of the Parcel Register by a means which will insure quick control within 48 hours after receipt of the request therefor. Make note of any change to all prior and future dispositions of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Edward J. Hunter	7/19/76	Elizabeth A. Cook	7/16/76
State Records Committee (Signature) _____ Date _____			
State Auditor/Designee	_____	_____	7-28-76
Secretary of State/Designee	_____	_____	7-27-76
Attorney General/Designee	_____	_____	7-28-76

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)



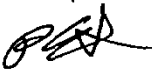
**Secretary of State**  
**Department of Archives and History**  
**330 Capitol Avenue, S.E.**  
**Atlanta, Georgia 30334**

**Lewis A. Massey**  
SECRETARY OF STATE  
(404) 656-2881

**Edward Weldon**  
DIRECTOR  
(404) 656-2358  
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**MEMORANDUM**

**To:** Gerald Poe, RMO  
Department of Human Resources

**From:** Peter E. Schinkel   
Head, Schedule Section

**Date:** November 4, 1997

**Re:** Return of administrative change to schedule #94-0020, DHR #97-276

The processing of your request for administrative change has been delayed because we need additional information.

DHR request #97-276 for administrative change to Schedule #94-0020 "Forms Distribution Files" states that it supersedes Schedule # 76-241 (7-29-76). We suspect that the schedule intended for administrative change was #76-241 "Central Requisition Supply Files", instead of the cited 94-0020.

DHR #97-258 also requested an administrative change to Schedule #94-0020 (8-23-94), "Inventory Management Report File" (copy enclosed). The data in that request is appropriate for a change to that schedule.

Please clarify and re-submit. If there are questions, give me a call at (404) 656-2373.

Thank you!

Attachments: DHR request #97-276, DHR request #97-258

cc: Andrew Taylor, Assistant Director  
Agency File ✓

**RECORDS RETENTION SCHEDULE NOTIFICATION**  
(ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

97-276

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

<input type="checkbox"/>	ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES
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FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. 94-0020	NOTIFICATION DATE 10-1-97
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SERIES TITLE FORMS DISTRIBUTION FILES
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APPROVED DATE 7-26-76	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE) 11-3-97
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<input checked="" type="checkbox"/> ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).
--

<input type="checkbox"/> IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.
---

<input type="checkbox"/> SCHEDULE DELETION
--

<input type="checkbox"/> SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"
---

OR

<input type="checkbox"/> SEE DELETION EXPLANATION BELOW:
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**COPY**

THIS SECTION AND UNIT IS NO LONGER IN THE SUPPLY AND DRUG WAREHOUSING/DISTRIBUTION BUSINESS.

DHR RECORDS MANAGEMENT OFFICER APPROVAL <i>Gerald Poe</i>	DATE: 10-01-97
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DEPT. OF ARCHIVES AND HISTORY APPROVAL	DATE:
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Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology and Support

**Section/Unit:** Operations Services Section  
Forms Distribution Unit

**Schedule Use:** Department Wide

**Schedule No.:** 94-0020      **Admin. Chg. Date:** 11/3/97

**Records Series Title:** FORMS DISTRIBUTION FILES

**Description:** Documents relating to supplying forms orders by mail.

Included, but not limited to, is an Form 5014, Form Supply Requisition.

**File Arrangement:** File is arranged DHR Unit; thereunder, alphabetically by county; thereunder, by date received.

**Retention/Disposition Instructions:**

1) Forms Distribution Unit:

Cut off file at end of each 6 month period; hold in current files area 6 months; transfer to State Records Center; hold 2 1/2 years; then destroy.

2) Originating DHR Organizational Entity:

Hold in current files area until all items are received; then destroy.

**Confidential:** No - Open Record.

**Supersedes:** 76-241 (7-29-76)

(94-0020)

RECORDS RETENTION SCHEDULE NOTIFICATION  
(ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

97-258

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

<input type="checkbox"/>	ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES
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FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE 9-15-97
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SERIES TITLE VARIOUS - SEE SAMPLE SCHEDULES ATTACHED
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APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE) 10-15-97
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<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).
-------------------------------------	--

<input type="checkbox"/>	IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.
--------------------------	--

<input type="checkbox"/>	SCHEDULE DELETION
<input type="checkbox"/>	SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

<input type="checkbox"/>	SEE DELETION EXPLANATION BELOW:
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\* 94-0021, 94-0020, 94-0024, 94-0028, 94-0029 and 00-208.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

*Gerald Poe*

DATE:  
9-15-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

DATE:

# Records Retention Schedule

DWR#  
[97-258]

## GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Various  
Section/Unit: Various

Schedule Use: Department Wide

Schedule No.: 94-0020      Admin. Chg. Date: 10-15-97

Records Series Title: INVENTORY MANAGEMENT REPORT FILE

Description: Documents relating to supply inventory control, management, billing and accounting of consumable goods. Linked to the state wide Georgia Integrated Financial System (GIFS), entering a requisition automatically subtracts from supply inventory and charges the requisitioning unit's GIFS expenditure account.

Included, but not limited to, is an EDP system and file producing a variety of paper reports such as Inventory Input Activity Proof Register (RA10007R), Journal Voucher (RA 10468R), Outstanding Orders Report (RA 10440R), Requisition Reconciliation Report (RA 10247R), Stock Status Report (RA 10232R), Transaction Register (RA 10245R), and Departmental Issue and Cost Analysis Summary-"Bill"; and miscellaneous specialized reports may be produced, as required, by a given organizational location.

File Arrangement: File is arranged by year, then by report type.

### Retention/Disposition Instructions:

- 1) Originating Office, Facility or Institution Generating and Maintaining Original Record Files.
  - A) Paper  
Cut off file at end of each fiscal year, hold in current files area 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy. Earlier transfer to local holding area or State Records Center is authorized provided records are maintained a total of 5 years after cut off before destruction.
  - B) EDP Electronic Records  
Update as needed.
- 2) Distributed Paper Copies (Reference) - Other Than Originating Office, Facility or Institution Described as "1".  
Hold until any problems or questions have been resolved; or until no longer needed for reference; then destroy.

Confidential: No - Open Record.

Supersedes: 94-0020 (8-23-94)

(a:94-0020)